**Minutes Circular Keys Chorus Management Team Meeting**

Thursday, 19th March 2015 at 7:40 pm (at the home of Liz Perry-Windhorst)

1. Attendance:

Present:

Team Coordinator Alison Anderson   
Treasurer Cathy Bartley Secretary Barb Morris

Membership Chair Liz Perry-Windhorst Public Relations Chair Kate Hawkins Performance Coordinator Judith Bourne  
Committee member Dianne Jenkins

Apologies: Director Vicki Dwyer (sick) Committee member Inese Kamenyitsky

1. Minutes from previous meeting (19th Feb, 2015):

***Motion: That the minutes of the previous meeting on Thursday, 19th Feb, 2015 be accepted.***

***Moved: Alison Anderson Seconded: Liz Perry-Windhorst Agreed***

**Team Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Business arising from the minutes and actioning:

| **WHO** | **ACTION** | **OUTCOME** |
| --- | --- | --- |
| Judith Bourne & Inese Kamenyitsky | Assist Cathy Bartley with Treasurer’s data entry tasks | done |
| Kate Hawkins & Judith Bourne | Prepare a submission re CKC approaching The San for sponsorship in return for singing at their events throughout the year. | ongoing |
| Deborah, Barb, Kate, Judith & Liz | Meet on a separate time to be determined to review and edit public and private sites. | ongoing |
| Cathy Bartley and Alison Anderson | Investigate a suitable account with a reputable bank, and allocate and invest $35,000 to such account for a term of two years. | ongoing |
| Liz Perry-Windhorst and Vicki Dwyer | Compile a list of members willing to be buddies for new(er) members (especially re the upcoming membership drive). | ongoing |
| Vicki Dwyer | Introduce a program of Hobart contest qualification for members. | done |
| Liz Perry-Windhorst | Check if Concourse Theatre is available for a CKC Spring show on Sat 10th Sept, 8pm & book if possible. | done |
| Alison Anderson | Contact Sydney Harmony to accept proposal re Christmas concerts- Independent Theatre, North Sydney on Saturday, 5th December, matinee and evening shows, $1500 payment for performing at both.. | done |
| Alison Anderson | Contact Sydney Harmony to accept offer to sing at concert on Sunday, 29th November at St. Mary’s Church, North Sydney in aid of Our Lady of the Way Parish’s fundraising for the disadvantaged members of the Holy Name Parish in Emerton, Mt. Druitt. | done |
| Judith Bourne | Obtain more details re Senior Week request by Hills Community Care Wed 18th March 11.00am-2pm – payment offered? CKC will perform anyway if possible. | done |
| Alison Anderson | Confer with Maria Priestley re copyright liability and allocating each member a .number and numbering their music copy. | done |
| Alison Anderson | Advise Maria Priestley re recognition for CKC founding and former members | done |
| Alison Anderson | Ask Doris Ward if she is agreeable to concept of the successful Doris ward recipient also then being put forward as CKC’s Sweet Adeline of the Year (formerly Quiet Achiever Award). | done |
| Barb Morris | Notify members re CKC Annual General Meeting to be held on 22nd April, 2015. Reports due to Team Leader Alison Anderson by the end of March. | done |
| Liz Perry-Windhorst | Ask Deborah Martin to remove Jessica Bye from CKC Groupanizer until she is able to fully commit – possibly next membership drive. |  |
| Alison Anderson | Include in next SCB attendance procedures and LOA requirements. |  |
| Kate Hawkins | Ask Ann Harris’ husband Bill if he will take photos of CKC at Sun 19th April dress rehearsal for future promotion purposes. |  |

1. Correspondence:

## Correspondence In:

* From: Drew DeMullich" <[drew@centuryvenues.com.au](mailto:drew@centuryvenues.com.au)> To: Liz Perry-Windhorst Date: Fri 27/02/2015 4:03 PM Re: Century Venues: Booking Slip for Event: Circular Keys Choirs 2016 (10/09/2016 - 10/09/2016)
* From: [martha@sweetadelineintl.org](mailto:martha@sweetadelineintl.org) To: Alison Anderson Date: Sun 1/03/2015 9:42 PM Re: Regional Competition Confirmation
* From:David Ojerholm <dajao@bigpond.com> To: Alison Anderson Date: Mon 2/03/2015 7:48 AM Re: Sydney Harmony Christmas Concerts 2015
* From: SAI To: CKC members Date: 3/03/2015 8:44 PM Re: Action Requested: Members Only Password Update
* From: SAA To: mgmt@circularkeys.org Date: Sat 14/03/2015 10:24 PM Re: Fwd: March 2015 OzChords
* From: SAA To: mgmt@circularkeys.org Date: Tue 17/03/2015 3:18 PM Re: IMPORTANT: Region 34 Regional Fee increase, 1 May 2016
* From: SAA To: members@circularkeys.org Date: Thu 19/03/2015 5:00 PM Re: SPECIAL EDITION CONVENTION BULLETIN

Correspondence Out:

* To

1. Ratification of decisions made at rehearsal or by email since last management team meeting:

* The management team met after rehearsal on Wed 11th March, discussed and agreed to the suggestion re aligning the voting and submission for the Doris Ward Award candidate this year with the SAA Sweet Adeline of the Year chorus nominee, as the criteria for each award is now very similar. Alison Anderson has conferred with Doris Ward and she is agreeable to this concept.

It was also agreed that CKC members will now vote for the successful candidate by secret ballot, after having the opportunity to read the blurbs accompanying each nomination by members.

The successful Doris Ward Award recipient will be put forward as CKC’s Sweet Adeline of the Year (formerly Quiet Achiever Award). The management Team feels that this further enhances the honour which CKC chorus members have bestowed on their peer, and allows them to promote the wonderful qualities of this member on an Australia-wide platform for recognition.

* The AGM of Circular Keys Chorus will be held on Wednesday April 22 2015 during rehearsal. **The nominating committee was ratified as Alison Anderson, Lyn Howells and Liz Vrhovsek.** As all positions will be declared vacant at the AGM, chorus members have been invited to submit applications for any position on the management team. A term of office for all positions on the Management Team (except the Chorus Director) is one year.
* Barb Morris requested approval for Leave of Absence from CKC for the following dates: Wed 1st, 8th, 15th, 22nd & 29th April & Sat 2nd May, as she will be travelling overseas to Italy and Ireland during this time. Her daughter is being married in Galway, Ireland on the 18th April and she will be extending her holiday travel time either side of the wedding to make the most of her airfare and opportunity. She will however be attending the second day (May 3rd) of Lynne Smith coaching and will be able to attend two additional regular rehearsals prior to the competition.

1. Reports:
   1. Finance (Cathy Bartley)

* Reports submitted and discussed (see Appendix 1b - Reconciliation Report Provisional Account Feb 2015, Appendix 1a – Reconciliation Report Transaction Account Feb 2015 , Appendix 1c– Treasurer’s Report Combined Feb 2015)
* Cathy needs all fees to be paid for March by next Wed so she can give the books to our auditor on April 1. (The dues are actually due at the beginning of each month not the end)
* The new CKC Treasurer will only be accepting fee payments of $50, $100, $150 etc. Payments for multiple months make life a lot easier for the Treasurer. Any up front payments are refundable if a member suddenly need to resign. Cathy will be available in person or at the end of the phone for anyone considering nomination as Treasurer in April.
* The plan is to share the role of Treasurer and implement an Assistant Treasurer to only take charge of fees.  
  There is no requirement for Management Team involvement in this job. The Treasurer herself will be elected to the Management Team and handle other aspects of our chorus income/payments.
* Term deposit research by Alison Anderson and Cathy Bartley – 2.7% maximum rate offered by Westpac
* Increase I Regional Fee 2015 @ current exchange rate = $186 per member per year but currently only collecting $180 per year per member. Consensus to continue monitoring exchange rate re $US as year progresses.
* Di Jenkins elaborated re discussions with RMT treasurer (chartered accountant by profession) who recommended XERO.com as an alternative accounting program to investigate

***Motion: That payments for February 2015 be ratified. Moved: Alison Anderson Seconded: Dianne Jenkins Agreed***

* 1. Membership (Liz Perry-Windhorst)
* Report submitted and discussed (see Appendix 2)
* Jessica Bye to be removed from CKC Groupanizer until she is ready to make a full commitment – possibly next membership drive.
* Alison Anderson will mention in next SCB attendance procedures and LOA requirements.
  1. Music Team (Vicki Dwyer absent - sick)
* No report submitted
* Mo Field coaching 25th March very successful
* Re ‘Fortune in Dreams’ March changes – chorus members embracing challenge, great to see members taking personal responsibility and making full commitment in lead up to competition.
* Thank you to Vicki (in her absence), music and choreo teams - all working hard on members’ behalf.
  1. Public Relations (Kate Hawkins)
* Report submitted and discussed (see Appendix 3)
* Kate advised Team Coordinator she will not be standing for a Management Team role for 2015/16.  This will allow her to fully commit to and embrace challenges that the role of RMT Events Coordinator will require. Kate indicated she has thoroughly enjoyed her time on the Management Team - a great way to get involved with the chorus.  She is looking forward to helping in other ways after May, eg assisting Deborah Martin with the public side of the website and helping out with ad hoc projects.
* Kate will ask Ann Harris’ husband Bill if he will take photos of CKC at Sun 19th April dress rehearsal for future promotion purposes.
* Vistaprint is a useful website.
  1. Fund Raising (Karen Totaro)
* Report submitted and discussed (see Appendix 4)
* Masters and Grill’d stores fundraising opportunities investigated by Ann Keating
  1. Performance (Judith Bourne)
* Report submitted and discussed (see Appendix 5)
* Liz Perry-Windhorst has contacted the Concourse Theatre @ Chatswood re possible dates available re proposed August Spring show on Sat 10th Sept, 2016 8pm and booking confirmed.
* Sydney Harmony proposal re Christmas concerts- Independent Theatre, North Sydney on Saturday, 5th December. The concert called: ***HolidayVoices@theIndependent*** - a matinee as well an evening show. $1500 has been accepted by CKC as payment for performing at both.
* CKC agreed to perform at a concert on Sunday, 29th November at St. Mary’s Church, North Sydney. No payment / gold-coin donation fundraising for the Parish.
* Re Senior Week request by Hills Community Care Wed 18th March. Not enough members available for daytime performance.
* Re promoting chorus - proposal to approach Castle Hill Farmers’ Market, Uni of Western Sydney, Macquarie Uni, Golf Clubs, Women’s Business groups for example re performing to promote membership drive. Explore further next meeting.

1. General/ other business:
2. Suggestion Box – nil.
3. Convention registration – all but two members who have indicated attending registered to date.
4. The Region 34 Management Team has agreed to increase the Regional Fee for our members by $10 per year, from $57 to $67 effective from **May 1, 2016**. The reason SAA have done this is to ensure the sustainability of our International Chorus Assistance Program (ICAP) funding. The ICAP provides a subsidy for Region 34’s International Chorus, Quartet and Harmony Classic competitors. Each year funds are accrued for this purpose, and SAA are seeing evidence that the accrued amount needs to increase to ensure adequate levels for the future.
5. Regional Competition Confirmation – Alison Anderson has registered CKC for competition in Hobart 2015.
6. Karen Tucker (Costume Team Leader) requests decision on Hobart competition costume to ensure all members are catered for, with time for alterations, swapping sizes etc for best possible appearance. Di Jenkins emailed Vicki Dwyer to ask her to consider.
7. Showcase will be different this year in Hobart for several reasons, including: a number of choruses are off site and the RMT is keen not to add to the travel of those members. The chorus competition is scheduled to finish at approx. 5:30 Saturday evening. At the end of the chorus competition there will be a short break of 1 hour which includes a 10 minute briefing for participants. Showcase will start at 6:30pm and run for approximately one hour. Showcase performers to remain at the venue and remain in their contest gear for the Showcase. Performers are invited to sing ONE SONG. Chorus Champions and Quartet Champions may sing TWO SONGS. Lineup: 5th place Quartet, Small Chorus Champions,4th Place Quartet, 3rd Place Quartet, Mid-Size Chorus Champions, 3rd Place Chorus, 2nd Place Quartet, 2nd Place Chorus, Audience Choice Winners, Quartet Champion, Chorus Champions, Mass sing song. Afterglow will commence after this – tickets need to be pre purchased, numbers are limited.
8. Deborah Martin alerted members to the instructions re uploading and reviewing music/risers on Groupanizer.
9. CKC Annual General Meeting is to be held at rehearsal on 22nd April, 2015. Reports are due to Team Leader Alison Anderson (NB Barb Morris/ Secretary absent all April in Europe for daughter’s wedding and travel), by the end of March.
10. Nominations called from SAA for Sweet Adeline of the Year (previously called Quiet Achiever).
11. Voting for Doris Ward Award 2015 at rehearsal on Wed 18th March. This year the winner will go forward to Region as CKC Sweet Adeline of the Year. The nominees are: Liz Perry-Windhorst, Mary Owen, Stephanie Wallbank, Heather The nominees are: Liz Perry-Windhorst, Mary Owen, Stephanie Wallbank, Heather Wills, Inese Kamenyitzky, Karen Tucker, and Cathy Sugar. (see Appendix 6 – Doris Ward Nominees 2015). Congratulations to Steph Wallbank - successful recipient as voted by CKC members.
12. Appendixes 1-6 (see separate attachments)
13. Dates of next meetings: Management Team: 16th April @ Judith Bourne’s, AGM on Wed 22nd April, 2015 at rehearsal, 21st May Handover.
14. Meeting closed at: 10 pm